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Tender

Insurance Services 2023 -2026 Knowes Housing Association Ltd

Knowes Housing Association Ltd

F02: Contract notice

Notice identifier: 2022/S 000-034316

Procurement identifier (OCID): ocds-h6vhtk-038a93

Published 5 December 2022, 11:27am

The closing date and time has been changed to:

20 January 2023, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Knowes Housing Association Ltd

10 Field Road, Faifley

Clydebank

G81 5BX

Contact

Kennedy Chilambe

Email

kchilambe@knowes.org

Telephone

+44 1389877752

Country

United Kingdom

NUTS code

UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Internet address(es)

Main address

www.knowes.org

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11062

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of

charge, at

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance Services 2023 -2026 Knowes Housing Association Ltd

Reference number

KHAINSURANCE2023

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Knowes Housing Association is a Registered Social Landlord located in the Faifley/Duntocher area of Clydebank in West Dunbartonshire. We own and let 1048 properties and provide insurance for 192 factored properties. We have 23 members of staff.

We are looking to tender our insurance services for three years from 15 March 2023 to 14 March 2026 with an option to extend for a further two

years (3 plus 1 plus 1). We are looking for bids from brokers or insurance companies with experience of working in the social housing or similar sectors.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Main site or place of performance

Clydebank, West Dunbartonshire

II.2.4) Description of the procurement

This is an open tender and invitations are sought from appropriate insurance companies or brokers who are able to provide the range of insurance services detailed in Knowes' invitation to tender document. It is planned to award the contract for three years with an option to

extend for a further two (3 plus 1 plus 1)

II.2.5) Award criteria

Quality criterion - Name: Extent of cover including extensions and exclusions / Weighting: 25

Quality criterion - Name: Housing Sector Experience / Weighting: 10

Quality criterion - Name: The quality and effectiveness of claims service / Weighting: 10

Quality criterion - Name: Account Management / Weighting: 10

Quality criterion - Name: Risk Management / Weighting: 5

Price - Weighting: 40

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

15 March 2023

End date

14 March 2026

This contract is subject to renewal

Yes

Description of renewals

Open to renew for a further two years (plus 1 plus 1) - maximum length of contract 5 years

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Additional options or variants may be included at the discretion of the supplier if it is felt they would add value to the cover or meet a gap in the cover not specified in the tender specification document. Cost of additional services offered should be shown as an add on to the contract and not included in tender price.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The relevant selection criteria will be included in the SPD Scotland module - also please refer to the Insurance Tender Specification Document provided.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per specified within tender documentation

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

13 January 2023

Local time

12:00pm

Changed to:

Date

20 January 2023

Local time

12:00pm

See the [change notice](#).

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the

tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

13 January 2023

Local time

12:00pm

Place

Clydebank

Information about authorised persons and opening procedure

to be opened by Head of Finance and Head of Property Services and reviewed by CEO

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=715635.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:715635)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=715635

VI.4) Procedures for review

VI.4.1) Review body

Dumbarton Sheriff Court

Sheriff Court House, Church Street

Dumbarton

G82 1QR

Telephone

+44 1389763266

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/dumbarton-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Dumbarton Sheriff Court

Dumbarton

G82 1QR

Country

United Kingdom